

## **SPECIFICATIONS FOR TRANSCRIPTION SERVICES**

**Vendor must be able to provide the following services specified:**

- a. Software program used for transcription- MS Word.
- b. Dictation of autopsy reports, microscopic findings, scene reports, notes and letters.
- c. Ability to dictate telephonically.
- d. Ability to transmit the transcribed reports via internet utilizing the program "Doc Shuttle Dictator".
- e. A less than one week turn-around time.
- f. Corrections to reports without additional charge.
- g. Printing of final report on or letterhead, as requested.
- h. Toll free telephone number for dictation.
- i. Contract period from October 1, 2009 through September 30, 2010 with an option to an additional three (3) years.